

DD/A Registry

80-0396/1

Executive Registry

80-10179/2

2.8 FEB 1980

The Honorable R. G. Freeman III  
Administrator  
General Services Administration  
Washington, DC 20403

Dear Doc:

The President's memorandum of February 1, 1980, directs agencies to contact you if a 10 percent mileage reduction for February and March jeopardizes essential missions and also if there is difficulty in establishing base line mileage figures. Although we will exceed a 10 percent reduction for the year, we cannot achieve a 10 percent reduction for February and March without jeopardizing our mission. Further, as developed below, the dynamics of our policies and procedures in support of energy conservation presently preclude stable base line statistics.

The Agency has been continuously responsive to all of the President's directives to reduce energy consumption. Therefore, our policies and procedures have been dynamic over the past several years, with procedural changes accelerating most over recent months. These changes have made it impossible to establish base line figures that may be subsequently used to compare trends and measure success in meeting conservation goals. Examples of changes implemented by the Agency that preclude the establishment of realistic base line data follow:

- Ours is not an energy-intensive Agency. We have a relatively small motor pool and trucking operation, but for the most part, this Agency has relied heavily on the use of private automobiles for official domestic travel. As you know, our buildings are widely dispersed throughout the Washington metropolitan area. Public transportation is extremely limited or nonexistent between our buildings, Capitol Hill, the White House, and other Federal buildings. As gasoline becomes more scarce and costly, employees are looking to the Agency for transportation to meet official needs. The use of our motor pool vehicles is increasing, along with requests for more frequent and extensive shuttle bus services. These trends are significant and compel us to

OL O 0784

The Honorable E. O. Freeman III

provide adequate bus and motor pool service as the only viable alternatives. While the mileage of POV's has dropped 43 percent over the past two years, it has resulted in increased mileage for the subset of vehicles the President is monitoring - government-owned and -leased vehicles.

- Secondly, we have achieved over this past year a 42 percent reduction in the gasoline consumed in our trucking operations. Although the high percent reflects some conversion from gasoline engines to diesel, a significant reduction was also realized through aggressive management to minimize fuel consumption by advanced planning and the reduction or consolidation of trips.
- Recently, we embarked on a program with your Agency, and we are grateful for your support, to provide our [ ] employees with GSA-leased vehicles to conduct their official business. Our experiences [ ] last summer made clear the adverse impact of the gasoline shortage on our ability to do business. We believe the program we have initiated will be more cost-effective and will result in a considerable fuel savings, approximately 36 percent because of the use of more fuel-efficient vehicles.

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In summary, we have exceeded a 10 percent reduction in mileage for 1979 over 1978. The stabilization of the initiatives identified above will soon lead to the establishment of base line figures which may be used to measure and compare future trends for saving energy. I might add in this same vein that the Agency has long realized that significant savings may be realized in logistical support and energy through consolidation of our facilities at our McLean location. To realize these savings and also to realize increases in effectiveness, efficiency, and morale, the Agency has, over the past year, completed feasibility studies including the costs, benefits, and procedures associated with consolidation. Energy conservation may soon become the criteria that clearly tips the balance of tradeoffs toward facility consolidation.

Yours,

/s/ Stansfield Turner

STANSFIELD TURNER

Distribution:

- 0 - Addressee
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 2 - DDA
- ~~1~~ - OL/P&PS (Official)

Originating Office:

/s/ James H. McDonald

Director of Logistics

22 FEB 1980

Date

Distribution Withheld:

- 1 - OL/P&PS (Chrono)
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ATINTL

OL/P&PS

(22 Feb 80)

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INTERNAL

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SECRET

Approved For Release 2003/08/13 : CIA-RDP85-00988R000500090013-5

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Official  
p+ps FilesFROM: Don I. Wortman  
Deputy Director for Administration  
7D18 Headquarters

EXTENSION

NO.

OL 0 0784

DATE

2/27/80

STATINT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI  
7E12 Headquarters

2.

3. DCI  
7E12 Headquarters

4.

5.

6.

7.

8.

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12.

13.

14.

15.

Enclosed is a directive from the President to reduce the mileage traveled by government-owned and leased vehicles by 10% for February and March of this year, as compared to the mileage of the same period last year. Also, for your signature, enclosed is a recommended reply to the Administrator of GSA, as provided for in the President's directive.

There is nothing effective we can do to meet the directive, particularly with such late notification. We could place a moratorium on the use of selected vehicles, reduce shuttle bus service, and issue a directive to cut the use of POV's by 10%; however, it is judged that a true 10% reduction would be difficult to administer on such short notice and would jeopardize our mission to some extent. The recommended reply to the administrator identifies that the Agency is in compliance with the intent of the Presidential directive and lists the changes recently implemented to provide the most fuel effective transportation system that is consistent with our dispersed geographical facilities and our mission.

151  
Don I. Wortman

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FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



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USE ONLY

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics

EXTENSION

NO.

DATE

22 FEB 1980

STATINT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24 Hqs.

Don:

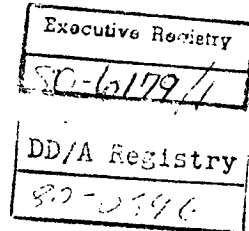
Enclosed is a proposed response for the Director's signature, to a Presidential directive to reduce the mileage traveled by government-owned and leased vehicles by 10% for February and March 1980 as compared to the same period last year. With such short notice, there is little we could do that would make overall sense. We could cut the early morning and late afternoon shuttle runs which commuters use, but although that would improve our statistics, it would force everyone to drive their individual cars farther, ultimately increasing the nation's fuel consumption. From a more utilitarian point of view, undoubtedly such a move would lower morale and target you and me as black hats, and unfortunately, that distinction is not redelegable.

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James H. McDonald  
Director of Logistics

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THE WHITE HOUSE  
WASHINGTON  
February 1, 1980



## MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Required Reduction in Usage of Federal  
Motor Vehicles

In my State of the Union address, I emphasized that we now have a clear, comprehensive energy policy for the United States. Essential to implementing this policy is an aggressive energy conservation strategy that will reduce our dependence on foreign oil now. 1980 will be a year of energy conservation for America. In consultation with the Governors, we will set gasoline conservation goals for each of the fifty states. They are being asked to sacrifice. Cities are being asked to sacrifice. Federal agencies must do no less.

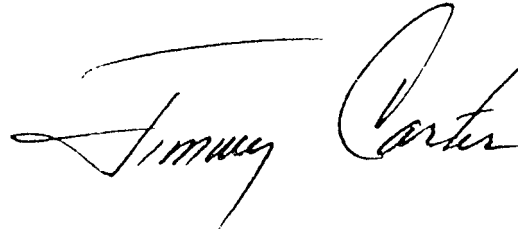
In an April 10, 1979, memorandum, I directed all Departments and agencies to reduce the use of automotive fuels by 10 percent for the twelve month period beginning April 1, 1979, as compared with the previous twelve months. During the first six months of this program, most Departments and agencies fell short of that goal.

Because progress has been disappointing overall, I must ask all Departments and agencies to make extraordinary efforts to meet or exceed the 10 percent goal during the last quarter of this reporting year (January-March, 1980). In addition, I am taking action to ensure that all Departments and agencies curtail gasoline consumption adequately during the remaining two months of this quarter.

I direct that all Federal departments and agencies, except the United States Postal Service, reduce the mileage travelled by government-owned and leased vehicles by 10 percent during the months of February and March, 1980, as compared to mileage travelled during the same period in 1979. This order applies to all commercially-designed motor vehicles which consume gasoline.

Agencies shall ensure that public transportation is used to the maximum extent possible and that other substitute methods of transportation are not used to circumvent the purpose of this directive. Agencies determining that this directive severely jeopardizes essential missions and agencies that need assistance in establishing their baseline mileage figures should contact the Administrator of the General Services Administration.

Along with your regular report to the Department of Energy at the end of the current quarter, you should include a special report on mileage travelled during the months of February and March, 1980, compared to the same period last year.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink on a white background.

**CONFIDENTIAL**

20 February 1980

## MEMORANDUM FOR THE RECORD

SUBJECT: Backup Statistical Data Compiled for DCI's Memorandum to the GSA Administrator Regarding Reduction in Usage of Federal Motor Vehicles

1. The purpose of this memorandum is to briefly summarize for the record the sources of statistical data compiled for measuring OL's progress in reducing fuel consumption. The statistics shown apply only to OL-controlled or maintained gasoline-powered vehicles in the Headquarters area.

a. Gasoline Consumption and miles driven:

<u>Reporting Period</u>	<u>Component</u>	<u>Gas Consumption</u>	<u>Mileage</u>
April '78 thru	LSD	173,267	2,056,816
Mar '79	FTB/SD	17,525	96,241
Total		190,792 Gals.	2,153,057 Miles
April '79 thru	LSD	161,295	1,694,977
Mar '80	FTB/SD	10,156	87,810
Total		171,451 Gals.	1,782,787 Miles

A total of 19,341 less gallons of gasoline were consumed during the 1979-80 reporting period than in the same period in 1978-79. This represents an approximate 10% reduction in gasoline consumption. A total of 370,270 less miles were driven in the 1979-80 period than in the same period in 1978-79. This represents an approximate 17% decrease in mileage.

b. Last quarter gasoline consumption and mileage:

<u>Reporting Period</u>	<u>Component</u>	<u>Gas Consumption</u>	<u>Mileage</u>
January thru	LSD	43,111	434,041
March 1979	FTB/SD	4,743	22,232
Total		47,854 Gals.	456,273 Miles
January thru	LSD	41,245	423,000
March 1980	FTB/SD	2,100	20,067
Total		43,345 Gals.	443,067 Miles

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SUBJECT: Backup Statistical Data Compiled for DCI's Memorandum to the GSA Administrator Regarding Reduction in Usage of Federal Motor Vehicles

A total of 4,509 less gallons of gasoline were consumed in the current/projected reporting period as opposed to the same period last year. This equates to a 9 1/2% reduction in fuel consumption. A total of 13,206 less miles were driven in the current/projected reporting period as against the same period last year. This represents an approximate 3% decrease in mileage.

c. Gasoline consumption in trucking operations:

<u>Reporting Period</u>	<u>Component</u>	<u>Gas Consumption</u>
April '78 thru March '79	FTB/SD	17,525 Gallons
April '79 thru March '80	FTB/SD	10,156 Gallons
Total		7,369 Gallons

A total of 7,369 less gallons of gasoline were consumed during the 1979-80 reporting period than in the same period in 1978-79. This represents a 42% decrease in gasoline consumption. However, this 42% decrease could prove deceptive since FTB/SD replaced two of its gasoline-powered trucks with one diesel model in September 1979. Thus the gas consumption figures from September 1979 on reflect a total of 14 trucks, or two less than the 16 trucks reported in previous months.

d. Reimbursable POV mileage:

As attested to by the following figures furnished by the Safety Branch/OS, which were initially supplied by the OF, there is an obvious downward trend in reimbursable mileage being paid for the use of POV's on official business in the Headquarters area.

<u>Calendar Year</u> 1977:	2,722,984 miles reimbursed
1978:	1,688,327 miles reimbursed
1979:	1,490,393 miles reimbursed

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SUBJECT: Backup Statistical Data Compiled for DCI's Memorandum to the GSA Administrator Regarding Reduction in Usage of Federal Motor Vehicles

These statistics reveal a sharp decline (45%) of POV mileage over the past two years. With this significant reduction, it's reasonable to assume that Agency Headquarters personnel are now becoming more dependent on Agency furnished transportation to meet their official needs.

e. Anticipated fuel savings from GSA leased vehicles:

A 36% fuel savings could be expected from the use of GSA fuel-efficient leased vehicles in lieu of POV's. This projected fuel savings was quoted in a letter to Mr. Peter Glading, Assistant Commissioner, Office of Motor Equipment, GSA, Washington, DC, 20405 from the Director of Logistics, dated 28 January 1980. A copy of this letter is attached which rationalizes and supports this projected 32% savings.

f. Passenger movement:

The following data was provided by LSD and surprisingly shows a 5% decrease in total passenger movement during the current reporting period than in the previous reporting period.

April 1978 thru March 1979 - 296,386 passengers

April 1979 thru March 1980 - 282,241 passengers,

Att.



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ROUTING AND TRANSMITT. SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	Pete	26 February 80
2.	C/P/AS —	
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Pete / Noel —

Attached is MFR Concerning the Statistics developed for the memo to GSA Regarding the Agency's Compliance with the Presidential directive on reducing fuel consumption.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

U.S. GOVERNMENT PRINTING OFFICE: 1979 281-184

OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

28 JAN 1980

Mr. Peter Glading  
Assistant Commissioner  
Office of Motor Equipment  
General Services Administration  
Washington, DC 20405

Dear Mr. Glading:

Pursuant to our meeting of 19 December 1979 concerning proposals for greater utilization of U. S. Government-owned vehicles, I am providing you, herewith, our requirements. The total number of vehicles needed at this time is 159. The attachment indicates the priority and locations in which we wish to have the vehicles assigned.

We expect that the transition from the use of private automobiles for official purposes to U. S. Government vehicles will assure that our employees are able to obtain gasoline during times of shortages to do their jobs, and we believe such a program will be cost effective to the Agency and the U. S. Government.

Assuming that each vehicle will be operated approximately 15,000 miles per year, reimbursement for equivalent usage of a POV at the current POV mileage reimbursement rate of .125 would cost the U. S. Government \$2,775 per year. The annual cost of a GSA-leased vehicle based on current rates of \$89 per month, plus \$.065 per mile, would run \$1,935. The resultant savings to the U. S. Government per vehicle are \$840. Further, since the new leased vehicles, in accordance with federal standards, would be more fuel-efficient, averaging at least 25 miles per gallon of gas, we would expect a considerable savings in gasoline consumption. Assuming that many individuals still operate POV's which average no more than 16 miles per gallon of gasoline, a POV operated 15,000 miles will consume 938 gallons of gasoline. Gasoline consumption of the GSA-leased

OL 0 0387

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Office of Motor Equipment  
General Services Administration  
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Assuming that each vehicle will be operated approximately 15,000 miles per year, reimbursement for equivalent usage of a POV at the current POV mileage reimbursement rate of .125 would cost the U. S. Government \$2,775 per year. The annual cost of a GSA-leased vehicle based on current rates of \$80 per month, plus \$.065 per mile, would run \$1,935. The resultant savings to the U. S. Government per vehicle are \$840. Further, since the new leased vehicles, in accordance with federal standards, would be more fuel-efficient, averaging at least 25 miles per gallon of gas, we would expect a considerable savings in gasoline consumption. Assuming that many individuals still operate POV's which average no more than 16 miles per gallon of gasoline, a POV operated 15,000 miles will consume 938 gallons of gasoline. Gasoline consumption of the GSA-leased

OL 0 0387

Mr. Peter Glading

vehicle should be approximately 600 gallons, a savings of 338 gallons per vehicle. Annual savings can be projected at \$133,560 and 53,742 gallons of gasoline - 30 percent and 36 percent respectively. I believe these estimates are on the conservative side, and we can expect even greater savings.

The Agency is prepared to reimburse GSA for the lease cost of the vehicles consistent with the established GSA rates. The reimbursement will be effected in accordance with the procedures being developed between our two staffs. As you know, some of the Billing Office Account Codes (BOAC) have been established and are being used to reimburse for the vehicles which you were kind enough to make available to us during the recent fuel crisis.

The individuals to whom these vehicles will be assigned will be documented as U. S. Government employees consistent with the requirements of this Agency. You may be assured that all of the vehicles will be used for conducting official government business. In some instances it will be necessary for the vehicles to be driven to and from the employee's home. Such practices will be approved by the Agency when deemed appropriate.

Request that your office take action to lease those vehicles. The lease arrangement at the present time seems to be the most feasible if we are to institute this program relatively soon. The vehicles will be put to use just as soon as they can be made available. In the future, if GSA requires additional funds to sustain such a program, or if it needs to be justified to the Office of Management and Budget, perhaps this Agency can assist you in supporting your efforts.

Sincerely,

/s/ James H. McDonald

James H. McDonald  
Director of Logistics

Mr. Peter Glading

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/s/ James H. McDonald

James H. McDonald  
Director of Logistics

cc: Compt

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Next 1 Page(s) In Document Exempt

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